

## **GUIDELINES FOR CONTRACTING FOR AUDIT SERVICES FOR THE RED CLIFF BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

### **I. PROPOSAL PREPARATION INSTRUCTIONS AND INFORMATION REQUIRED IN YOUR PROPOSAL**

*In order to facilitate the review process and obtain the maximum degree of comparison, proposal should include the following information presented in the order and format shown below:*

#### **A. SECTION I - TECHNICAL PROPOSAL**

- 1) *Title Page: Show Request For Proposal (RFP) subject, name of proposer's firm, address, telephone and fax numbers, name of contact person and date of submission.*
- 2) *Transmittal Letter: A one or two page summary stating the proposer's understanding of the work to be done and making a positive commitment to perform the work within the time period required.*
- 3) *Table of Contents: A clear identification of the material by section and page number.*
- 4) *Profile of the Proposer: Include location of office(s), number of partners, managers, supervisors, seniors, and other professional staff. If applicable, identify all major subcontractors necessary to conduct the project. Describe the range of activities performed by your firm, including capability for auditing computerized systems.*
- 5) *Technical Approach: A clear description of the approach and methodology for implementing the statement of work.*
  - a) *Program organization and management: This subsection should show the project team proposed for the work identified (identification of persons assigned to individual task(s)) and, if applicable, the function and responsibilities for major subcontractors.*
  - b) *Program schedule: This subsection shall include the period of performance, proposed duration of the project in months and a milestone chart. Time for preparation and submission of the reports should be included in the schedule.*

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- 6) *Qualifications and Experience of Staff: Include a list of personnel to be used on this project and their qualifications. Résumé, including education, background accomplishments and any other pertinent information must be included for each of the key personnel to be assigned for direct work on the project (including subcontractors, if any).*

*The contractor must include a statement in the proposal to the effect that “the key personnel assigned to this project as described in this proposal will not be removed from the audit without prior approval of the Tribal Council.”*

- 7) *Qualifications and Experience of Firm: Company experience which is relevant to the proposed program, i.e. experience with other Tribal governments.*
- 8) *Additional data: Since the proceeding sections are to contain data that is specifically requested, any additional information considered essential to the project should be included in this section. If there is no additional information present, state “None”.*

### **B. SECTION II - COST PROPOSAL**

- 1) *Include a detailed itemized cost statement showing various classes of staff hours at appropriate rate, delineated by task. Also, include an itemized listing of all other expenses or fees that are anticipated.*

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### **II. EVALUATION PROCEDURES**

#### **A. EVALUATION CRITERIA**

*The proposals will be evaluated on the basis of the following criteria and point ranges:*

- 1) Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-25)*
  - a) Audit Coverage (0-15)*
  - b) Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed (0-10)*
- 2) Qualifications and experience of firm (0-25)*
  - a) Size and structure of firm and ability to maintain continuity of project (0-5)*
  - b) Experience of firm in auditing programs financed by Federal, State, Tribal, county and local governments (0-10)*
  - c) Experience of firm in auditing Indian Tribes and related enterprises (Casino, etc.) (0-10)*
- 3) Qualifications and experience of staff to be assigned. Education, position in the firm, and years and types of experience will be considered (0-25)*
  - a) Qualifications of audit team, including Tribal and Casino Audit experience (0-20)*
  - b) Supervision to be exercised over the audit team by firm's management (0-5)*
- 4) Cost Factor - Cost of audit (0-25)*

*Maximum Points: (100)*

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### **III. DESCRIPTION/SPECIFICATIONS**

#### **A. PURPOSE**

*The purpose of this contract is to obtain the services of an independent Certified Public Accounting firm to perform a financial and compliance audit of the Indian Tribe and related enterprises in accordance with OMB Circular A-133, the Single Audit Act of 1984, as revised, Generally Accepted Accounting Principles, and applicable Federal, State, or Tribal laws and regulations.*

#### **B. BACKGROUND**

*Circular A-133 requires that Indian Tribal governments that are recipients of Federal assistance have an organization wide financial and compliance audit once a year. The audits are to be performed by independent State or local government auditors or independent public accountants, under arrangements made by recipients or sub-recipients.*

*It is the Office of Management and Budget's intent that a single audit of each of these entities will meet the needs of all parties concerned and that no additional audit requirements be placed upon the recipients or sub-recipients. The audits are to be performed in accordance with Government Auditing Standards published by the General Accounting Office, compliance supplements approved by the Office of Management and Budget and audit standards established by the Comptroller General and the American Institute of Certified Public Accountants.*

*Circular A-133 also established a cognizant audit agency structure. This means that each Indian Tribal government or subdivision of an entity that receives Federal assistance is assigned to a Federal audit agency which acts on behalf of all Federal audit agencies in dealing with audit matters concerning a specific recipient organization as they deem necessary.*

#### **C. STATEMENT OF WORK**

##### **1) Requirements**

*The contractor shall furnish all qualified personnel, facilities, equipment, and supplies to conduct an organization-wide financial and compliance audit in accordance with appropriate standards on behalf of the Tribe and its various enterprises.*

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### **2) Scope**

#### **a) The Contractor shall:**

- (1) Conduct a survey of the financial and compliance activities of the Red Cliff Band of Lake Superior Chippewa Indians, analyze the data gathered and develop an audit work plan which will provide the audit coverage required by OMB Circular A-133.*
  - (2) Perform an organization-wide financial and compliance audit in accordance with the approved audit work plan; OMB Circular A-133; applicable American Institute of Certified Public Accountants (AICPA) Audit guides and professional standards; and guidance provided by the Red Cliff Band of Lake Superior Chippewa Indians.*
- b) In performing audit surveys and the work required in this contract, the Contractor shall comply with the Generally Accepted Auditing Standards developed by the AICPA and those developed by the U.S. General Accounting Office (Government Auditing Standards).*

### **3) Audit Period**

#### **Year 1**

*The audit periods shall be for the fiscal period beginning October 1, 2014 and ending September 30, 2015. Also see the information contained in (4) below. The time frame for submission and review of the RFPs, and completion of the audit work including final report submission shall be as follows:*

<i>August 21, 2015</i>	<i>RFP process begins</i>
<i>September 3, 2015</i>	<i>Deadline for RFP</i>
<i>September 4, 2015</i>	<i>Bid Review and Recommendation</i>
<i>September 7, 2015</i>	<i>Bid Selection by Tribal Council</i>
<i>September 30, 2015</i>	<i>Physical Inventory Supervision</i>
<i>October 1, 2015</i>	<i>Submission of Required Items Checklist</i>
<i>Mar 31, 2016</i>	<i>Approved Audit Reports including the Data Collection Form, submitted and certified at Federal Audit Clearinghouse.</i>

*Proposals are due into the Tribal Treasurer, Krystle A. Topping, located at 88385 Pike Road, Hwy 13, Bayfield, WI 54814 by the close of business (4:00 p.m. Central Standard Time) on September 3, 2015.*

### Year 2

*The audit periods shall be for the fiscal period beginning October 1, 2015 and ending September 30, 2016. The time frame for completion of the audit work including final report submission shall be as follows:*

<i>September 30, 2016</i>	<i>Physical Inventory Supervision</i>
<i>October 1, 2016</i>	<i>Submission of Required Items Checklist</i>
<i>Mar 31, 2017</i>	<i>Approved Audit Reports including the Data Collection Form, submitted and certified at Federal Audit Clearinghouse</i>

### Year 3

*The audit periods shall be for the fiscal period beginning October 1, 2016 and ending September 30, 2017. The time frame for completion of the audit work including final report submission shall be as follows:*

<i>September 30, 2017</i>	<i>Physical Inventory Supervision</i>
<i>October 1, 2017</i>	<i>Submission of Required Items Checklist</i>
<i>March 31, 2018</i>	<i>Approved Audit Reports including the Data Collection Form, submitted and certified at Federal Audit Clearinghouse</i>

#### *4) Reports Required*

- a) The contractor shall prepare reports in accordance with all applicable Standards, including OMB Circular A-133, and the Government Auditing Standards.*
- b) The Audit Report and a management letter outlining recommendations for operational improvement shall be submitted in draft form to the Tribal Treasurer. The Tribal Treasurer shall notify the audit firm of any objections or approval of the draft audit report within 10 business days of its receipt.*
- c) The final reports shall be delivered to the Tribal Treasurer within ten days after receipt by the audit firm of the Tribal Treasurer's comments on the draft report.*
- d) The contractor shall submit twenty copies of the final report to the Tribal Treasurer and shall present an oral report on the audit to the Tribal Council.*
- e) The audit reports shall be submitted to the Krystle A. Topping, Tribal Treasurer at the following address:*

*88385 Pike Road, Highway 13, Bayfield, WI 54814*

5) *Workpapers*

*The contractor shall summarize all audit findings, observations, conclusions and recommendations in a workpaper file that without further oral explanation will support the financial statements reported on. The audit workpapers shall be made available for review by the Federal Cognizant audit agency and the U.S. General Accounting Office during the course of the audit and for a period of three years after the audit has been accepted by the Federal Cognizant audit agency.*

6) *Entrance and Exit Conferences*

*Entrance and Exit Conferences shall be held with the Tribe and must be coordinated with the Tribal Treasurer and Tribal Financial Manager. Written notice shall be given to the Tribal Treasurer and Tribal Chief Financial Officer to assure availability of appropriate Tribal policy and technical staff for each of these meetings.*

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### **IV. TYPE OF CONTRACT**

*A labor hour type contract is anticipated. It provides for the procurement of services on the basis of direct labor hours at specified hourly rates (which include direct and indirect labor, overhead and profit).*

### **V. PERIOD OF PERFORMANCE**

*Any contract let from this RFP shall be in effect upon the date of award and shall continue to be in effect until 120 days after delivery of the final audit report(s).*

### **VI. TECHNICAL DIRECTION**

*The Tribe's Authorized Representative (TAR) for this contract shall be the Chief Financial Officer.*

- 1) The TAR is responsible for guiding the technical aspects of the project and for general surveillance of the work performed. The TAR is authorized to fill in details or otherwise to complete the general description of the work set forth herein.*
- 2) The TAR is not authorized to make any commitments of any changes which constitute work not within the general scope of this contract, total estimated cost or extension of the contract period of performance.*

### **VII. KEY PERSONNEL**

*The personnel specified in the Contractor's proposal are considered to be essential to the work being performed hereunder. Prior to changing any of the individuals specified in the proposal, the contractor shall notify the TAR reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No change shall be made by the Contractor without the prior written consent of the TAR.*

### **VIII. PAYMENT AND SUBMISSION OF INVOICES**

- 1) Payment for work performed under this contract shall not exceed the agreed upon amount, unless otherwise agreed upon, in writing, by both parties hereto.*
- 2) Payment shall be made to the contractor based on progress achieved. The contractor must submit each invoice in sufficient detail to document the audit's progress.*



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- 3) *Invoices will not be accepted on more frequent intervals than once a month. Invoices requesting payments shall be prepared and submitted in duplicate and contain the following information: contract number, description of services, and total cost.*